

Training Academy Bulletin



Issued: 08 May 2018
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Signal, CS&C, Signal Project Assessor Moderation Session

The purpose of this email is to inform all Signal Assessors of their requirements to attend a Mandatory Signal Moderation Session.

Who needs to attend?

This is Mandatory for all personnel who currently hold a MTM Signal Assessor role and who wish to continue to undertake work in the capacity of a Signal Assessor.

What is a moderation session?

A moderation session is a quality assurance process that ensures that completed assessments have followed appropriate Metro requirements and standards.

It is a process for ensuring that levels of proficiency on an applicant's Signals, CS&C and Project Statement of Competency (SOC), when approved, has been graded appropriately and consistently.

Moderation involves checking and reviewing the SOC against the applicant's record of relevant experience (RORE) and other supporting documentation and evidence of competence.

The moderation session will address the updated Metro competency documents released in February 2018, and ensure that all assessing activities carried out are undertaken in accordance with [L1-CHE-MAN-003](#) , [Signals Rail Safety Worker Competence and Appendix One Signalling CS&C Roles Matrix 2018](#)

It is essentially a form of feedback to the Assessor to help them align their marking standards with those of other Assessors.

When will the Moderation session be held?

24th July 2018, 8:30am – 12.30pm.

To book yourself or an employee into one of the sessions please book in via ["The Platform"](#)

Instructions on how to use the 'Platform'

- [For Learners](#)
- [For Administrators](#)

What happens if I cannot attend?

If you cannot attend, your Signal Assessor role may be de-activated, please contact competencies@metrotrains.com.au

How much will it cost?

Free. There will be no charge.

What happens after I complete the Moderation session, will I receive a certificate?

No, your Rail Industry Worker (RIW) Signal Assessor role will remain active but be marked as tentative until MTM proficiency review is completed.

What happens if my signal, CS&C and Project assessing skills and activities are not considered proficient?

Your Signal Assessor role may be de-activated.

Where will the Moderation sessions be held?

The moderation sessions will be held at Metroacademy training rooms located at:

42-50 Bakehouse Road
South Kensington VIC, Australia 3031
Telephone 03 9610 3701

How do I get there?

Car: There are a limited number of car parking spaces available at the front and side of the campus.

Train: Get off at **South Kensington** Station. Exit the station and turn right along Childers Road (heading slightly uphill to what seems like a dead end). You will reach the gates of Lloyd Street Business Park, which is where Bakehouse Road begins. Walk straight ahead and take the second left continuing along Bakehouse Road until your arrival at the campus.

LOCATION MAP



Address: 42-50 Bakehouse Road, Kensington, VIC 3031

Rail Access Instructions:

1. The closest train station is South Kensington
2. A leisurely 6 min walk to Metro Academy following the map below.
3. Entry / exit to the industrial estate is via the main vehicle gate – some walking on the road is required, please take care when interacting with vehicles.



Please direct enquiries to:
competencies@metrotrains.com.au

Rail Safety Worker Competency Website
www.metrotrains.com.au/academy